***Minutes of the general meeting held Tuesday, May 11, 2021***

**Opening**

Reegan C. opened the meeting and welcomed all in attendance at 6:34 pm.

**Present**: Lisa McAulay, Jessica Dunn, Kelda Krafft, Trina Morley, Eloise Rafftery, Terri Williams, Tammy Pengelly, James Watt, Stacey Seed, Reegan Cunningham, Gina Hawkins

**Apologies**: Sally Keonig, Vickey Stibbarb, Col Morley, Codie Hughes, Jason Hubner, Julie Blake

**New Members**

Welcome new members:

The minutes of the previous meeting held Tuesday, April 20, 2021, were distributed by Jessica Dunn via email to all members. A hardcopy was read by those at the meeting who had not seen this. Jess D. moved and Trina M. seconded that the minutes be adopted as a true and correct record, and the motion was carried.

**Business arising from the minutes**

**Marquees**

The Marquees have arrived.

**Qker**

Qker is approved and we received a letter to say onboarding will begin soon.

**OHSC Debit Card**

Phil has received his debit card to use for OSHC purposes.

**Gympie Music Muster**

Reegan emailed the Muster Committee on April 20 and has not heard anything back. Reegan will send a final email asking for an update with a timeline of Monday the 17th.

**Lowes Uniform**

The Lowes contract is up for renewal. It has to go through procurement but it won’t be finished for some time. We are awaiting quotes from three companies.

**Correspondence since the previous general meeting**

**Inward (as listed)**

* Duck Race
* Pie Drive
* Qker Docuemtns
* Disco – Regional Office

**Outward (as listed)**

* Mother’s Day Letter

***Business arising from correspondence:***

*Moved by Jess D. and seconded by Tammy P. that the inward correspondence be received and the outward endorsed and the motion was carried.*

**Principal/Deputy Report, and any business arising from this:**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **DETAIL** | **FOLLOW UP** |
| **ANZAC Day** | Over 80 students attended the March and 25 students at the dawn service. A great turnout from Jones Hill. |  |
| **NAPLAN Online** | First session completed today on writing. Year 5 students completed their writing on the computer.  |  |
| **Playground** |  Playground has been completed and very popular. Students have been enjoying the new area. |  |
| **Canberra**  | First Canberra meeting for 2022 was held tonight. Good turn up of parents. Over 70 EOI’s for 2022.Parents provided an itinerary and brief discussion on fundraising. |  |
| **Disco** | Guidelines were checked and provided to Kelda. |  |
| **Facilities**  | Regional facilities have nominated our school for a hall upgrade. This would include insulation, fans, flooring and a permanent stage.We are also looking at an upgrade to the audio system to make the set up more permanent and not require the desk to be set up.  |  |

*Moved by James W. and seconded by Terri W. that the principal’s report be received and the outward endorsed and the motion was carried.*

**Treasurer’s report and financial statement, and any business arising from these:**

Cash Flow Management report and budget overview was received from Business Services Manager at the meeting.

The Treasurer’s report was received at the meeting. Future payments, purchases and orders were approved as listed.

**TREASURER’S REPORT 11 May 2021**

**Income** April 2021 **$30,210.28** $6,135.23 - Tuckshop

 $0.99 - Interest

 $23,608.16 - OSHC Income

 $80.40 - Container Refund Scheme

 $61.00 - Book Club

 $324.50 - Easter Raffle

**Payments** April 2021 **$20,891.14** $2.52 - Bank Fees

 $92.00 - Xero accounting software mthly fee

 $110.32 - Net Wages admin

 $50.00 - Student Meeting Lunch

 $2724.86 - Super Jan to Mar Quarter

 $2296.00 - ATO – Jan to Mar PAYG

 *Fundraising Expenses*

 $234.79 - Mums ’s Day stall purchases through card

 *Tuckshop Expenses*

 $1,530.49 - North Coast Foods

 $1,032.78 - Cooloola Food Service

 $1,975.29 - Woolies

 $161.20 - Bakers Delight

 $233.80 - Panini’s

 $151.12 - Christen’s Gingerbread

 $1,289.47 - Net Wages

 *OSHC Expenses*

 $27.50 - Our Xplor

 $767.47 - Reimburse JHSS for OSHC equipment

 $349.00 - Microsoft Office for OSHC

 $588.88 - Woolies

 $7,273.65 - Net wages

**Bank Balance** as at 30 April 2021

**Main Ac** $66,752.88

**OSHC** $65,396.54

**Fundraising Card** $265.26

**Predicted Purchases & Payments – FOR APPROVAL AT MEETING**

The following orders and purchases have been requested for fundraising activities. In addition, there will be standard ongoing tuckshop & OSHC purchases & expenses. Please raise any other proposed expenditure at the relevant part of the meeting for approval.

* Fathers Day Stock
* CNC Promotional Products $510.18 (for OSCH uniforms)
* Disco Purchases up to
* Marquee

**General treasurer news:**

* New OSHC card account open for Phil to be able to purchase supplies approved by Tammy for Koala Kids.
* There may be an opportunity to have our Xero accounting package fees reduced as we are a P&C. We will investigate more and let you know.
* There was an issue with OSHC time sheet transferring for wages which resulted in an employee being missed in the pay run. The employee was paid as soon as the issue was raised. The problem should be resolved by next pay run.
* We are now able to lodge PAYG electronically with the ATO through our bookkeeper.

***Father’s Day Stock***

*Lisa M. moved the motion that the P&C approve up to $3000 be used to start purchasing stock for the Father’s Day. All agreed and the motion was carried.*

***Disco Stock***

*Lisa M. moved the motion that the P&C approve up to $700 to be spent on Disco expenses. All agreed and the motion was carried.*

*Moved by Lisa M. and Stacey S. seconded that the Treasurer’s report be accepted*

**Fundraising Report, and any business arising from this:**

**MOTHERS DAY STALL**

Thanks to a lot of hard work from some great volunteers the mother’s day stall was a great success. Although we don’t have an exact profit as yet we banked $4600, which is one of our biggest yet. We had a nice amount of stock and we believe everyone was happy. Overall a great success.

**DISCO**

We have arranged a disco date for the 4th June. I am in the process of writing a letter to parents explaining how the event will run.

* One Session - 6pm-8:00pm
* Tickets will be pre-purchased
* Meal Deal
* Treats Available for purchase
* Volunteers
* A COVID plan will be completed and passed by James and Stacey before the disco.

**PIE DRIVE**

I will be sending out forms towards the end of this week. Collection will be June 24 in the hall.

**DUCK RACE**

We have been contacted by local school chaplains to ask if we could sell tickets in the duck race this year. Previous years we have made $5 per duck selling them however my understanding this time is we just sell the tickets to help out. I am happy to give this a miss, however open to suggestion.

**SHOW GATE**

We were offered last week to take on the front gate of the Gympie Show. They were offering $4000 for the 3 days 5am to 8:30pm. I phoned them to find out details and was told the positions had already been filled. There was a small gate also available but we still needed to cover the same number of hours with one less person for only $1000 so I didn’t think it was worth the effort. It does however make the $3000 for the muster look bad again.

*Kelda K. moved and Gina H. seconded that the Fundraising report be accepted.*

**Tuckshop Report, and any business arising from this:**

**Freezer**

We would like to thank Stacey for organising our replacement freezer; it fits perfectly.

**New Menu**

Thank you to Jenny for once again helping us with our new menu, we would be lost without the amazing help we get from the office staff.

**Trading**

Tuesdays are picking up now and we really need another volunteer to help Richelle out, luckily for us we have Carl filling that spot at the moment, but he is a single dad and may not always be available – so if you know, or hear of someone, that can give a few hours on a Tuesday morning, please send them our way.

The rest of the weekdays have been trading solidly with high takings over the past couple of weeks.

**Stainless-steel bench**

The only outstanding issue is the stainless-steel bench extension that has been previously suggested at one of these meetings – with the increased trade, the need for more preparation space is a priority to ensure meals not only get processed without mistake, but sent out to the kids on time. Trina/Richelle to obtain quote.

**Fruit Break**

Can we ask for a message to be given to the teachers please, that when kids come up from classes to get their fruit cups, that they come as a group and not in dribs and drabs; as it takes one of us away from the preparation of the food to attend the door each time, and that accounts for a lot of lost time when we really are under the pump between 9am and 10:30am.

**Sports Day**

Sports Day - Rope off the concrete area in front of the food serving area.

**Shelving**

The shelving is up and looks great. There is enough room for one more shelf.

Kelda K. moves the motion to purchase another shelf up to the maximum of $200. All agreed.

*Trina M. moved and Stacey S. seconded that the Tuckshop report be accepted.*

**OSHC Report**

The OHSC continues to thrive. Phil has been to the bank to show his identity to receive a debit card for OHSC. Thank you to Lisa Mcaulay for her assistance in getting this organised.

Alison Duggan visited on Wednesday 5 May. The visit covered risk assessment/management and also PDP plans for all the staff. All the staff in OHSC attended the meeting from 9.30am to 11.30am. Alison will visit again in the future and help us with our behaviour policy. These sessions are invaluable and I hope that they will continue.

I would like to ask tonight that we make Philip Sutevski permanent at the end of this month. I would also like to ask that we employ Vicky Stibbard for 2 hours a month to update the Policy Register and the Quality Improvement Plan. These two documents are essential to the working of our OHSC and they are working documents that will change and evolve constantly. I would be happy for Vicky to bank the hours and work on it once every two months for four hours if this suited her better.

We are planning on having OHSC staff meetings bimonthly as things are very busy. We are hoping to purchase another laptop for OHSC for use of all staff to maintain policies, meeting minutes, rosters, enrolments etc, etc.

I am working on writing a playground risk assessment. I will be starting staff PDPs around the middle of the year. This may be one to one, but to start with, we will be doing group sessions and all working on the same things. The first item will be behaviour management.

We are desperately seeking an experienced Co-ordinator to take casual sessions when Phil is unable to work and to work during the vacation care periods.

The shirts have arrived and look fantastic!

**Tammy** *moved and James W. seconded that the Tuckshop report be accepted.*

**Motions on Notice**

*Tammy P. moves the motion that Philip Sutevski be made permanent at the end of the month. All agreed and the motion was carried.*

*Tammy P. moves the motion that Vicky Stibbard be paid for 2 hours a month to update the Policy Register and the Quality Improvement Plan. All agreed and the motion was carried.*

**General Business**

Nil

**Date of next meeting** – June 8

**Close –** *Reegan C. closed the meeting,* **8:02pm**